

Department of Community Services

Application for Seasonal Employment

The Town of Andover is an equal opportunity employer. We are committed to a policy of non-discrimination in our programs, activities, and employment practices. Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability(ies) or any other legally protected status.

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____
Number and Street City State Zip Code

E-mail _____
Home College

Home Telephone (_____) _____ Social Security Number _____

Are you available to work: Full-time, only? ____ Part-time, only? ____ Either Full or Part Time? ____

Specify date available to begin work: _____ If hired, specify date you will have to end work: _____

If employed and you are under 18, can you furnish an educational certificate? YES ____ NO ____

Are you authorized to work in the U.S.? YES ____ NO ____

Proof of citizenship or immigration status will be required upon employment.

Have you ever been employed by the Town of Andover? YES ____ NO ____

If yes, please give position and dates: _____

Which of the following areas of employment are you interested in? Please check the appropriate box(es):

<input type="checkbox"/> Playground Position	<input type="checkbox"/> Lifeguard/Swim Instructor	<input type="checkbox"/> Bradford Ski Monitor
<input type="checkbox"/> Tennis Instructor	<input type="checkbox"/> Concession Stand	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Sports Assistant	<input type="checkbox"/> Science Assistant	<input type="checkbox"/> Other _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. You may include any verified work experience including volunteer activities.

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

Employer _____ Dates Employed _____

Address _____ Job Title _____

Work Performed _____

Hourly Rate/Salary: Starting _____ Final _____

Supervisor _____ Reason for Leaving _____

If you need additional space, please use an additional sheet of paper.

EDUCATIONAL BACKGROUND

School Name and Address	Years Completed	Diploma/Degree
_____	_____	_____
_____	_____	_____

Please state grade most recently completed _____

REFERENCES

All applications must be accompanied by two references; a teacher, employer or other adult members of the Andover community. Please list the names of those references below.

Name _____	Check One: Employer _____
Address _____	Teacher _____
Telephone _____	Resident _____

Name _____	Check One: Employer _____
Address _____	Teacher _____
Telephone _____	Resident _____

CERTIFICATION AND RELEASE

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Town of Andover and the Andover Public Schools.

Signature _____ Date _____

"It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

Human Resources Use Only

EMPLOYMENT ACTION: _____ On-File/Hold _____ Hired as of: _____